

THE CHURCH OF
JESUS CHRIST
OF LATTER-DAY SAINTS

PURCHASING REFERENCE GUIDE

**MISSION HOMES AND OFFICES
VISITORS' CENTER DIRECTOR HOMES
AND
CHURCH OWNED MISSION HOUSING**



REVISED MAY 2015

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GENERAL INFORMATION

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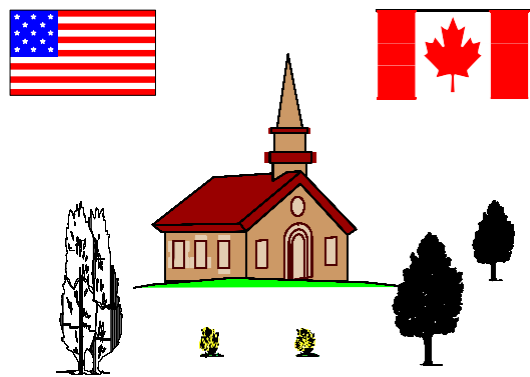
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INTENDED PURPOSE AND CONFIDENTIALITY OF THIS GUIDE

The information in this Purchasing Reference Guide is intended for use by **authorized Church employees only** or other individuals who have been authorized by the Church Purchasing Division to be involved in the ordering, receiving, and payment processes of the Church as an assigned part of their Church stewardship. All verbal and printed purchasing and contract information regarding the Church and its business dealings with its vendors is **private and confidential**.

The Church's purchasing information; either in whole or in part, **may not be copied or disclosed in any way** to any unauthorized person or employee of the Church or to any unauthorized company or entity outside of the Church organization. Permission to do so may be granted only by **written permission from the Director of the Purchasing Division**. Failure to comply with this policy may result in financial harm to the Church and loss of good will between the Church and the vendor community. Disciplinary action including possible termination of employment with the Church could thereby result.

POLICY ON PERSONAL PURCHASES

Church employees and Church members are not permitted to use Church resources, personnel, purchasing information, requisitions, or purchase orders to make personal purchases of any kind unless specifically authorized to do so by the Director of the Church Purchasing Division.

Church purchasing information is to be **kept confidential** and **should not be disclosed nor used in any way** by any individual in an attempt to influence a vendor to extend favorable pricing or treatment for personal purchases made by that individual for himself or for any other person(s).

Directory of Purchasing Contacts

800-453-3860 (extension listed below)

PURCHASING DIVISION CONTACTS

Teams are established to handle purchasing-related needs divided by geographic regions.

Christensen, Jim Operations Manager Christensenjm@ldschurch.org ext 2-7363
Nielson, Darren Group Manager Nielsondr@ldschurch.org ext 2-1440

FM Group Team Assignments by Region

(If you are unable to reach your contact below, try the Domestic Purchasing Line, ext 2-1096)

Jed Johnson Johnsonje@ldschurch.org ext2-5502
Albuquerque, Birmingham, Dallas, Orlando, Phoenix, Provo, Raleigh

Brett Hallstrom HallstromBJ@ldschurch.org ext2-4375
CA Central, North, & South, Canada East & West, Intermountain, Rocky Mountain, Seattle, UT North

Claudine Peterson PetersonCD@ldschurch.org ext2-4429
UT Salt Lake North & South

Julia Samoa SamoaJS@ldschurch.org ext2-7185
Boise, Boise NW, Indianapolis, Las Vegas, Midwest, New England, New York, Seattle, St George

CHECKLIST FOR RECEIVING FREIGHT SHIPMENTS

ALL SHIPMENTS MUST BE ACCEPTED!

Look for Visible Damage to Shipping Containers:

Open **ALL** cartons and inspect contents in front of driver.

- D Check for dents, punctures, creases, tears etc.
- D **Important:** Note on the Delivery Receipt **ANY** damage to cartons and/or products. "Subject to inspection" is NOT viable!
 - Make notes *short* and *specific*.
 - Sign and Date the Delivery Receipt.
- D Have the driver sign as well, acknowledging damage.
- D Notify Purchasing immediately of damage.
 - Do not move or otherwise disturb the damaged items or the packaging materials until after the carrier has had a chance to inspect the shipment if they choose.

Look for Shortages:

- D Compare the number of shipping containers on the Delivery paperwork to what you are actually receiving. Piece counts must match!
- D **Important:** Note the specific shortage on the Delivery Receipt.
 - Sign and Date the Delivery Receipt.
 - Have the driver sign as well, acknowledging the shortage.
- D Notify Purchasing immediately.

Sign Delivery Receipt and Accept Shipment:

- D After noting any damage or shortages:
 - Sign and date the Delivery Receipt.
 - **ALL** shipments must be accepted!

How to handle Shortage and Damage Claims

- D **ALL damaged items must be retained until the claim has been settled in full by the freight company** (Goods + Packaging)
- D Notify purchasing ASAP- within 10-12 days of delivery. They will consult with Global Logistics on resolving your claim.
 - If a Damaged Freight Claim is needed, pictures of the damage must be included.
- D Assess the damage to see if a repair or replacement part can be ordered.
- D Damaged items that can be repaired at a reasonable cost should be referred to a local repair facility by the requester. To receive reimbursement for repairs, obtain an itemized repair bill and send a copy of it along with the delivery receipt (which shows noted damage) and the carrier's damage inspection report.
- D Items damaged beyond repair will be replaced by Global Logistics if the order was placed through purchasing, and only if the above outlined procedure for receiving was followed.

* If the damage was not noted on the DRIVERS copy of the D.R., then the claim will be denied and you will be responsible for replacement.

* If the shipment is not accepted due to damage and has to be re-delivered, the consignee will be charged the re-delivery fees.

CARRIER INFORMATION

FEDEx-FEDERAL EXPRESS SERVICES



- **MAXIMUM WEIGHT** per package is 150 pounds. The maximum weight for a hazardous materials package is 70 pounds unless further restricted in the FedEx Guide for Shipping Ground and Air Hazardous Materials.
- **MAXIMUM SIZE** per package is 130 inches in length and girth combined, with a maximum length of 108 inches per package. Girth is the small circumference: 2 times the width plus the depth.
- **FEDEx GROUND SHIPMENTS:** Minimum charge for a package measuring more than 84 inches in length and girth combined will be equal to the charge for a package weighing 30 pounds.
- **FEDEx PRIORITY OVERNIGHT**
FEDEx STANDARD OVERNIGHT
2ND-DAY FEDEx Select: The dimensional weight will be used to determine the package charge. (See your Guide to FedEx Services for instructions on how to determine dimensional weight.)
- **FEDEx 2ND-DAY AIR LETTER ENVELOPE CONTAINING A "LETTER":** The weight limit is 10 ounces.
- On small shipments, FedEx is the fastest & most economical carrier.
- FedEx shipments should be delivered only to a "Ship-To Address" where someone is readily available to receive, sign for, and safeguard delivery.

TRUCK CARRIERS

1. Special Handling:

If you are aware that your shipment needs special handling and attention from the carrier, you may request the following on the requisition before you send your order in to the Purchasing Division:

- A. "Notify consignee 48 hours in advance before making delivery."
- B. "Inside delivery required."
- C. "Unloading of oversized shipment by carrier is required."

Note: If you don't know that these services are necessary until after you have placed the order with the Purchasing division, you may still request these services of the carrier at the time the carrier calls to notify you that the freight is ready for delivery. **It is not acceptable to request that the carrier perform these services at the time delivery is being made.**

2. Notification by Carrier Before Delivery:

- A. You may request that the carrier call to make an appointment with you 24 hours in advance of attempting to make a delivery. Please accept delivery within 48 hours of the call.
- B. Be courteous and allow the carrier a two- to three-hour window of time in which to make the delivery.

3. Inside Delivery Required:

- A. The carrier's responsibility for freight ends at the delivery dock. Since Church meeting-houses do not have delivery docks, this is normally at the tailgate of the truck, onto a driveway, or on a sidewalk adjacent to the building.....
- B. If inside delivery is required by the requester, the driver will deliver to a point just inside the threshold of the door.

4. Oversized Shipment Unloading:

- C. Oversized shipments consist of a single piece that exceeds 500 pounds or has any single dimension greater than eight (8) feet.
- D. It is the responsibility of the Church employee to unload the piece unless requested by the requester in advance of delivery.
- E. If oversized shipment unloading is required by the requester, the driver will unload the piece onto the driveway or sidewalk for an additional fee when pre-noted on the purchase requisition.



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Product Evaluation Report

Please Photocopy This Form as Needed

Instructions: If you experience any problems such as poor quality, unsatisfactory performance, or defective manufacturing with the goods and services you have purchased, **please report your experience on this form and submit to the Church Purchasing Division** so that the appropriate agent may help correct the problem with the vendor and save other requesters from a similar situation.

Requester Information

Date:		Work phone:	
Requester Name:		Hours at work:	from until
Street Address:		Home Phone:	
City, State, Zip:		Hours at Home:	from until

Product/Vendor Information

Date Purchased:		Product Manufctr:	
Church Order P.O. # :		Model #:	
Product Vendor:			

Describe the problems you are experiencing. Please be specific:

Send this report to: LDS Church Purchasing Division
50 East North Temple Street, FL 1NW
Salt Lake City UT 84150-5250

(or) FAX # 801 / 240-6215

(or) Email the Purchasing Contact for Your Area

Instructions for Activating Temple Recommends in Missions and Missionary Training Centers

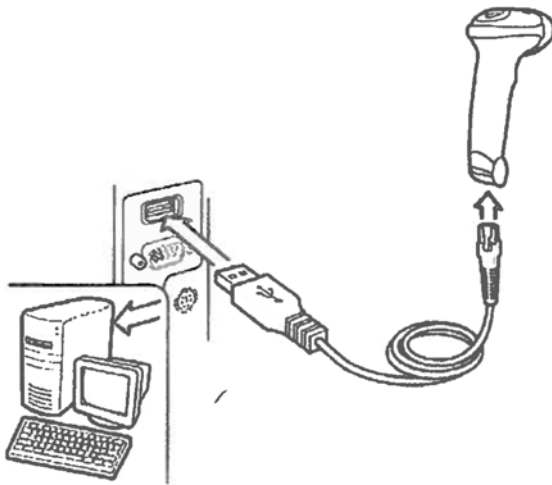
Installing and Programming the Bar-Code Scanner

Use the steps below to install and program the Symbol LS2208 bar-code scanner for scanning .temple recommends. You may also use these steps to reprogram the scanner if it stops working.

The scanner comes with a stand. Do not use the stand when programming the scanner. When scanning temple recommends, you may use the scanner in hands-free mode by placing it on the stand.

Steps

1. Choose a mission or MTC office computer to use for activating recommends.
2. Connect the scanner cable to a USB port on the computer.



3. Scan the following bar codes *in order*. Pull the trigger on the scanner each time you scan a bar code. The light on top of the scanner will turn green when the code has scanned properly. Start at the top again if you make a mistake.



Set All Defaults



Low Volume



12 of 5 - One Discrete Length



1



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Redundancy Level 4

MISSION HOME ITEMS

For Mission President's, Visitors' Center Directors
and Church-Owned Mission Housing

POLICY

The following is from the *Mission President's Handbook* (2006), p. 81:

Mission home. Your mission home is either owned or leased by the Church. Mission homes are selected, furnished, and decorated to be versatile and to meet the needs of a variety of mission presidents over an extended period of time. As a result, your mission home may be larger or smaller than your needs or than the home to which you are accustomed. The Church tries to avoid remodeling or redecorating mission homes with each change of mission presidents. Any maintenance needed for the home should be done before a new president arrives. A Facilities Maintenance Group representative inspects the home annually with you to determine any major maintenance or replacement needs.”

Also, the following is in the *Preparing for Your Mission* book that is sent to each new president:

“The mission home is either owned or leased by the Church. Mission homes are selected, furnished, and decorated to be versatile to meet the needs of a variety of mission presidents and their families over an extended period of time. As a result, your mission home may be larger or smaller than you are accustomed to, and it will not be decorated precisely to your tastes. Homes will not be refurnished to suit personal standards or with each new president. Not every home will be provided with or need all of the typical furnishings.

“Facilities managers maintain mission homes to a defined level set between temples and meetinghouses. A harmonious relationship between a mission president, his wife, and the facilities manager provides the best climate for excellent maintenance. During the first half of each year you should inspect the home and grounds with the facility manager, noting anything that should be replaced or improved during the next year.

“You and the facilities manager must agree on replacements or improvements before they will be planned and budgeted. The facilities manager will submit for approval those items that are agreed upon.

“Grounds around the mission home should match the average quality of the homes in the neighborhood where it is situated.”

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**FURNISHINGS AND EQUIPMENT
NOT APPROVED FOR PURCHASE FROM CHURCH FUNDS
BY FM OR MISSION**

HOME:

- China hutch
- Desktop or laptop computers (including monitors)
- Expensive china
- Stand-alone scanners, copiers, or fax machines (may be included in multifunction printer/copier)

Note: As of June 2013, Missionary Department leaders have now approved two TVs in Mission homes if the second TV is used for training purposes. (This would be in a mission home where there are rooms that are used for training.)

MISSION HOME ITEMS – FM BUYS

ITEM	MAX BUDGET	MAX QUANTITY	R&I #	PURCHASING STANDARDS OR PRG #
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BEDROOM: CHILDREN OR MISSIONARY (EACH)

Bed frame(s), twin (metal)	\$40 ea		313	
Box springs, twin (standard)			310	50019, 50452 pg 9
Bunk beds	\$230 ea		314	Casegoods standards
Chest	\$575 ea		328	Casegoods standards
Comforter set, twin	\$230 ea		366	Bedding & linen standard
Desk w/ chair	\$925 ea		308	Casegoods standards
Dresser (w/mirror as needed)	\$925 ea		318	Casegoods standards
Headboard and footboard, twin	\$695 ea		313	Casegoods standards
Headboard only, twin	\$345 ea		313	Casegoods standards
Lamp, table	\$230 ea		293	
Mattress, twin			310	50018, 50452 pg 10
Nightstand	\$345 ea		316	Casegoods standards

BEDROOM: GUEST (GENERAL AUTHORITY)

Bed frame(s), queen (metal)	\$50 ea		313	
Bed frame(s), twin (metal)	\$40 ea		313	
Box springs, queen (standard)			311	50031, 50457 pg 9
Box springs, twin (standard)			310	50019, 50452 pg 9
Chairs	\$695 ea		45	Upholstery standards
Chest	\$925 ea		328	Casegoods standards
Comforter set, queen	\$575 ea		366	Bedding & linen standard
Comforter set, twin	\$230 ea		366	Bedding & linen standard
Desk or writing table w/chair	\$925 ea		308	Casegoods standards

MISSION HOME ITEMS – FM BUYS

ITEM	MAX BUDGET	MAX QUANTITY	R&I #	PURCHASING STANDARDS OR PRG #
Dresser (w/mirror as needed)	\$1,270 ea		318	Casegoods standards
Headboard and footboard, queen	\$1,835 ea		313	Casegoods standards
Headboard and footboard, twin	\$695 ea		313	Casegoods standards
Headboard only, queen	\$925 ea		313	Casegoods standards
Headboard only, twin	\$350 ea		313	Casegoods standards
Lamps, table	\$350 ea		293	
Luggage racks (2)	\$35 ea			
Mattress, queen			311	50030, 50457 pg 9
Mattress, twin			310	50018, 50452 pg 9
Nightstand	\$460 ea		316	Casegoods standards
BEDROOM: MASTER				
Bed frame(s), king (metal)	\$40 ea		313	
Bench	\$580 ea		328	Casegoods standards
Box springs, king (use 2 twin XL size)			310	50033, 50452 pg 19
Chair	\$695 ea		45	Upholstery standards
Chest	\$925 ea		328	Casegoods standards
Comforter set, king	\$580 ea		366	Bedding & Linen standards
Dresser (w/mirror as needed)	\$1,835 ea		318	Casegoods standards
Headboard and footboard, king	\$1,965 ea		313	Casegoods standards
Headboard only, king	\$1,040 ea		313	Casegoods standards
Lamp, floor	\$460 ea		292	
Lamp, table	\$345 ea		293	
Mattress, king			312	50032, 50458 pg 9
Mirror	\$460 ea		530	

MISSION HOME ITEMS – FM BUYS

ITEM	MAX BUDGET	MAX QUANTITY	R&I #	PURCHASING STANDARDS OR PRG #
Telephone			<i>Improvement 643</i>	Local purchase
Nightstand	\$460 ea		316	Casegoods standards
Sofa, love seat	\$1,270 ea		41	Upholstery standards
DINING ROOM				
Buffet/server (hutches not authorized)	\$2,080 ea	1	320	Casegoods standards
Chairs	\$460 ea	12	338	Casegoods standards
Table, dining	\$2,310 ea		307	Casegoods standards
ENTRY				
Chest	\$575 ea		334	Casegoods standards
Floor mat	\$50 ea			Local purchase
Table (console)	\$575 ea		334	Casegoods standards
FAMILY ROOM				
Bookcase	\$810 ea		324	Casegoods standards
Chair, reclining	\$925 ea		332	Upholstery standards
Chair, side (upholstered)	\$695 ea		45	Upholstery standards
Clock, mantel	\$175 ea		326	
Computer desk w/hutch	\$2,540 ea	1	333	Casegoods standards
DVD/VCR combination unit		1	698	53868, pg 7
End table	\$405 ea		71	Casegoods standards
Entertainment center	\$1,385 ea	1	323	Casegoods standards
Lamp, floor	\$460 ea		292	
Lamp, table	\$345 ea		293	
Sofa table	\$575 ea		327	Casegoods standards
Sofa, love seat	\$1,270 ea		41	Upholstery std
Sofa, sleeper	\$1,965 ea		41	Upholstery std

MISSION HOME ITEMS – FM BUYS

ITEM	MAX BUDGET	MAX QUANTITY	R&I #	PURCHASING STANDARDS OR PRG #
Sofa, standard	\$1,965 ea		41	Upholstery standards
Stereo	\$240 ea		353	
Table, coffee or occasional	\$695 ea		322	Casegoods standards
TV digital (LCD 42"-48")	\$800 ea	2*	106	
GARAGE				
Ladder	\$135 ea		288	
KITCHEN				
Barstools	\$255 ea		337	Casegoods standards
Buffet/server	\$1,155 ea	1	320	Casegoods standards
Chairs	\$255 ea	8	336	Casegoods standards
Cook top	\$575 ea		94	Appliance standards
Cutlery	\$230 ea	1 set	<i>Improvement 643</i>	
Dishwasher	\$460 ea		342	Appliance standards
Freezer	\$575 ea	1*	340	Appliance standards
Mixer, electric	\$290 ea		395	
Oven, double, wall (not convection)	\$1,615 ea		93	Appliance standards
Oven, microwave, built-in	\$575 ea		341	Appliance standards
Oven, microwave, countertop	\$145 ea		341	Appliance standards
Range	\$695 ea		94	Appliance standards
Refrigerator	\$1,680 ea	1*	95	Appliance standards
Table, dining	\$925 ea		335	Casegoods standards
Trash compactor	\$500 ea			Appliance standards

* Note: When the President entertains frequently or has a large family, and has space in the home's kitchen and/or garage, the Missionary Department may authorize a second refrigerator and/or a second freezer. Two TVs are approved in mission homes if the second TV is used for training.

MISSION HOME ITEMS – FM BUYS

ITEM	MAX BUDGET	MAX QUANTITY	R&I #	PURCHASING STANDARDS OR PRG #
Telephone (cordless with speaker)			<i>Improvement 643</i>	Local purchase
LAUNDRY				
Dryer	\$460 ea	1	300	Appliance standards
Washer	\$575 ea	1	299	Appliance standards
LIVING ROOM				
Bookcase	\$810 ea		324	Casegoods standards
Chairs, side (upholstered)	\$695 ea		45	Upholstery standards
End table	\$575 ea		71	Casegoods standards
Lamp, floor	\$460 ea		292	
Lamp, piano	\$95 ea		293	
Lamp, table	\$345 ea		293	
Piano, upright	\$4,040 ea	1	76	
Sofa table	\$575 ea		327	Casegoods standards
Sofa, love seat (optional)	\$1,615 ea		41	Upholstery standards
Sofa, standard	\$1,965 ea		41	Upholstery standards
Table, coffee or occasional	\$925 ea		322	Casegoods standards

MISCELLANEOUS			
Artificial plants	Varies	363	Artificial plants standards
Area rugs (runners, entry rugs, etc)	Varies	360	
Artwork	Varies	361	Artwork standards
Cabinetry	Uninstalled: ±\$175/LnFt; Installed: ±\$275/LnFt	35, 37	Cabinetry and Countertops
Carbon monoxide detector (where fuels are burned)			56554, pg 14
Table Tennis	\$749		51906
Toy Cabinet	\$150		Local purchase
Vanity, bathroom	\$450		Local purchase
Wall coverings	Varies		Local purchase
Waste baskets	\$10		Local purchase
Window treatments	Varies		Local purchase

MISSION HOME ITEMS – FM BUYS

ITEM	MAX BUDGET	MAX QUANTITY	R&I #	PURCHASING STANDARDS OR PRG #
Chairs, folding		15		
Bone			47	18556, pg 11
Bronze			47	12300, pg 11
Padded blue, bone			48	51624, pg 12
Padded burgundy, bone			48	51622, pg 11
Padded green, bone			48	51623, pg 11
Countertops	Installed: ±\$30/LnFt plastic laminate; ±\$60/SqFt ss/granite			Cabinetry and Countertops
Crib	\$275 ea		709	
Crib Mattress	\$95 ea		<i>Improvement 643</i>	
Doors	Varies		22	
Flooring, Carpet	Installed: ±\$35/SqYd		14	Flooring standards
Flooring, Laminate	Installed: ±\$5/SqFt		11	Flooring standards
Flooring, Tile	Varies		9	Flooring standards
Flooring, Vinyl	Installed: ±\$15/SqYd		13	Flooring standards
Generator, portable	\$610 ea	1	447	5500 Watt, from Grainger
Lamp, floor	\$460 ea		292	
Light fixtures	\$460 ea		291	
Sewing machine			116	10222, pg 14
Smoke detector	\$15			
Steel shelving or cabinets	Varies		267	
Storage boards/storage hooks	Varies		39	
Table, banquet, rectangle			64	15907, pg 19
Table, banquet, round			65	15909, pg 19
Treadmill, Nordic Trac			276	53853, pg 14
Trundle bed	\$175 ea		315	Local purchase
Vacuum, upright	\$350 ea		179	Hoover, Self- propelled WindTunnel, Bagless

MISSION HOME ITEMS – FM BUYS

ITEM	MAX BUDGET	MAX QUANTITY	R&I #	PURCHASING STANDARDS OR PRG #
OUTDOOR				
Barbeque grill, 35,000 btu	\$575 ea	1	352	Local purchase
Basketball backboard	\$120 ea	1	145	
Mailbox	\$50	1		Local purchase
Patio furniture	\$1,735 total	8 chairs; 1 table	339;350	Local purchase
Umbrella		1	351	Local purchase
Snow blower			169	53010, pg 14
STUDY				
Bookcase	\$810 ea		324	Casegoods standards
Chairs, desk, swivel	\$400 ea		44	
Chairs, guest	\$460 ea	2	45	Upholstery standards
Copier/Printer, color (multifunction device) ¹	\$136 ea	1		57455, pg 19
Desk and credenza	\$2,540 ea	2 sets	68, 69	Casegoods standards
Desk chair floor mats	\$115 ea		<i>Improvement 643</i>	
File cabinet		1	70	13672, pg 16
Lamps, floor	\$460 ea		292	
Lamps, table	\$345 ea		293	
Markerboard			28	10025, pg 21
Printer stand	\$90 ea			Casegoods standards
Telephone (with answering machine or service); cordless speaker phone			<i>Improvement 643</i>	Local Purchase

MISSION HOME ITEMS – FM BUYS

ITEM	MAX BUDGET	MAX QUANTITY	R&I #	PURCHASING STANDARDS OR PRG #
TABLEWARE				
Dishes, Corelle-type or plain white stoneware	\$575 total	Set of 24	344	
NOTE: FM buys only when purchasing entire set; mission buys individual pieces.				
Butter dishes				
Cereal/soup bowls				
Dessert bowls				
Dinner plates (10")				
Gravy boats				
Salad plates (5"-7")				
Serving bowls				
Serving platters (medium and large)				
Tumblers, plastic (24)				
Flatware, stainless steel service	\$575 total	Service for 24 plus serving set	344	
Goblets, water (clear glass, 11 oz.)	\$345 total	Set of 24	344	

MISSION HOME ITEMS – MISSIONARY DEPT BUYS

MISSION HOME		
ITEM	LOCATION	INSTRUCTIONS
Computer, desktop (including monitor)	Office	Order through the appropriate department, which will use its own budget. Domestic: Missionary Department International: Area ICS Office

For questions or to order computers, contact Alvin Amistad (Missionary Department) at 801-240-4300.

Missionary Department Policy:

A desktop computer with Church-provided software and a printer may be provided for each mission home where a need exists (see *Mission Office Administration*, “Computers”, p. 2).

MISSION HOME ITEMS – MISSION BUYS

ITEM	SUGGESTED QTY	DESCRIPTION
GARAGE OR OUTDOOR		
Barbeque cover	1	
Barbeque tools (set)	1	
Doormats (as needed)		
Garden		
Hose	2	
Hose reel		
Adjustable spray nozzle	2	
Hose attachments or nozzles	2	
Flower pots/bedding plants		
Hammer, claw	1	
Patio chair covers		
Pliers, channellock	1	
Pliers, needlenose	1	
Pliers, slip joint	1	
Pots, flower/bedding		
Rakes	2	1 leaf, 1 regular
Screwdriver set	1	
Shelving or cabinets	2	Steel
Shovels, (regular, snow)	1	
Tape measure	1	
Toolbox	1	
Wrench sets, SAE and Metric (box and open end), crescent, pipe, vise		
KITCHEN		
Baking dishes, Pyrex	3	2 qt/lit, 3 qt/lit, 4 qt/lit
Blender	1	Standard 7-9 speed (no high-end models such as Bausch)
Bottle Opener		
Bowls, dessert		
Bowls, mixing		
Stainless	3	Small, medium, large
Pyrex/glass	3	Small, medium, large
Can opener, electric	1	
Can opener, manual	1	
Canister set	1	
Casserole set	1 set	7-9 piece with lids
Colander	4	11" x 17" / 27 cm x 48 cm

MISSION HOME ITEMS – MISSION BUYS		
ITEM	SUGGESTED QTY	DESCRIPTION
Cookie sheets		
Cooling racks	2	
Crock pot	1	Large
Cutting board	1	15" acrylic
Dishcloths	12	
Dishes		Corelle type or plain white stoneware
Dinner plates	24	Match existing
Salad plates	24	Match existing
Cereal/soup bowls	24	Match existing
Serving bowls	6	
Serving platters	4	Medium and large
Gravy boats	2	
Butter dishes	2	
Eggbeater	1	Hand
Electric frying pan	1	Large
Flatware	24	
Garbage can	1	
Grater	1	Multipurpose/stainless
Griddle/grill, electric	1	Large
Flour sifter	1	
Hot pads/oven mitts	6	
Ice cream scoop/spade	1	
Knives, paring	2	
Ladle	1	
Measuring cups		6 piece set and (1) 4 qt Pyrex
Measuring spoons		5 piece set
Mixer, hand electric	1	
Oven mitts		4
Pan, rice steaming	1	Optional
Pan, roasting		
Roaster oven	1	18 qt countertop, electric
Turkey roaster	1	10 qt covered roaster
Pans, cake	2	Round
Pans, frying	3	8"/20 cm, 10"/25 cm, 12"/31 cm
Pans, loaf	3	
Pans, muffin	2	
Pans, pie	3	
Pans, pizza	2	
Pans, sauce	4	1 qt/lit, 2 qt/lit, 3 qt/lit, 4 qt/lit
Pastry brush	2	
Pastry cutter	1	

MISSION HOME ITEMS – MISSION BUYS

ITEM	SUGGESTED QTY	DESCRIPTION
Peelers, vegetable	2	Stainless
Pitchers	4	2 qt/lt
Pizza cutters	2	Rotary
Plate, cake (storage container)	1	w/lid
Popcorn popper	1	
Pots, stock	3	Large, medium, small
Punch bowl set	1	Optional
Relish dish	2	
Rolling pin	1	Wood, 14"
Salt & pepper shakers (set)	4	
Scissors	1	Kitchen
Serving trays		Optional
Spatulas/spoonulas	3	Rubber
Spoons, grapefruit	24	
Spoons, mixing	6	Combination stainless/wood
Storage bowls/containers w/ lids		
Strainer, hand	1	Medium sized
Tea kettle	1	
Toaster	1	4-slot, pastry or wide slot
Towels, dish	12	
Trivets	12	
Turners/spatulas	2	1 plastic, 1 metal
Waffle iron	1	Large
Whisk	2	

MISCELLANEOUS

Baskets, laundry		
Bath rugs/toilet seat covers		
Bath scale	1	
Blankets (per bed)	2	
Brooms	2	1 indoor, 1 outdoor
Bucket	1	
Chair pads	12	
Clock, alarm		Dual alarm (radio/buzzer)
Clock, wall	1	Kitchen
Desk protector		
Door Mats (as needed)		
Dust pan	2	1 indoor, 1 outdoor
Duster, hand	1	
Fire extinguisher (per floor)	1	Dry chemical w/ ABC rating (kitchen should have its own)
Fireplace tools		4 piece set
First aid kit		
Flashlight	2	

MISSION HOME ITEMS – MISSION BUYS		
ITEM	SUGGESTED QTY	DESCRIPTION
Iron	1	
Ironing board w/cover	1	
Laundry hamper	1	
Mattress pads (per mattress)	1	Deep pocket
Mop, dust	1	Swifter-type
Mop, wet	1	Sponge-type
Pillow protectors (per pillow)	1	Cloth, not plastic
Pillowcases (per pillow)	2	
Pillows		Dacron
Scissors	1	8"/21 cm
Sheets, fitted (per bed)	2	Deep pocket for king and queen sized beds
Sheets, flat (per bed)	2	
Shower curtain		
Step stool	1	Rubbermaid, non-skid
Table linens		
Napkins	24	Coordinate with tablecloths
Placemats		
Tablecloths	6	3 plastic, 3 cloth
Table pad protector	1	
Toilet brushes		
Toilet plungers		
Towels, bath	24	
Towels, hand	24	
Tumblers, plastic	24	
Utility knife	1	
Vacuum, wet/dry	1	
Washcloths	12	
Wastebasket		

MISSION OFFICE ITEMS

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**FURNISHINGS AND EQUIPMENT
NOT APPROVED FOR PURCHASE FROM CHURCH
FUNDS BY FM OR MISSION**

OFFICE:

- Desktop or laptop computers (including monitors)
- Pagers or instant messaging
- PDAs, such as Palm TM handheld devices
- Stand-alone scanners, copiers, or fax machines (may be included in multifunction copier)
- Software, locally developed

MISSION OFFICE ITEMS – FM BUYS

ITEM	MAX BUDGET	MAX QUANTITY	R&I #	PURCHASING STANDARDS OR PRG #
OFFICE				
Artificial Plants	Varies		363	Artificial Plants standards
Artwork	Varies		361	Artwork standards (see Tab 5, pgs 1-6)
Board, executive presentation			567	52771, 52772, 52773, 52774, 52775, 52776, pg 20
Bookcases	\$925 ea		324	Mission Office Standards
Cabinetry	Uninstalled: ±\$175/LnFt; Installed: ±\$275/LnFt		35, 37	Cabinetry, Countertops & Flooring standards
Cabinet, file, (lateral) 4-dwr	\$250 ea		70	Mission office standard
Cabinet, file, (vertical) 4-dwr			70	13672, pg 16
Cabinets, steel, closed	\$250 ea	2	267	Mission office standard
Carbon monoxide detector (where fuels are burned)				56554, pg 14
CD player/cassette player, recorder/radio			105	17312, pg 7
Chair, executive	\$575 ea		43	Mission office standard
Chair, side (upholstered)	\$400 ea		45	Mission office standard
Chair, steno/task	\$495 ea		44	Mission office standard
Chairs, folding		15		
Bone			47	18556, pg 11
Bronze			47	12300, pg 11
Padded blue, bone			48	51624, pg 12
Padded burgundy, bone			48	51622, pg 11
Padded green, bone			48	51623, pg 11
Coat rack			58	51480, pg 13
Coat rack			58	12773, pg 13
Coat rack			58	12775, pg 13
Copier, color (multifunction device)		1	113	54335, pg 18
Copier stand/table				12906, pg 16
Credenza, executive	\$1100 ea		68	Mission office standard
Credenza, office	\$900 ea	3	68	Mission office standard
Desk, chair mat	\$100			

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Desk, freestanding, executive	\$1,500 ea		69	Mission office standard
Desk, freestanding, office	\$950 ea	4-6	69	Mission office standard
MISSION OFFICE ITEMS – FM BUYS				
ITEM	MAX BUDGET	MAX QUANTITY	R&I #	PURCHASING STANDARDS OR PRG #
Desk, freestanding, reception	\$1,250 ea		69	Mission office standard
Desk protector (as needed)				Local purchase
Desk, w/return, executive	\$2,400 ea		69	Mission office standard
Desk, w/return, office	\$1,950 ea		69	Mission office standard
Dictation unit			<i>Improvement</i> 643	13150, pg 17
Dictation/transcription unit			<i>Improvement</i> 643	13151, pg 17
DVD/VCR player			698	53868, pg 7
End table	\$345 ea		71	Mission office standard
Flooring, Carpet	Installed: ±\$40/SqYd		14	Cabinetry, Countertops & Flooring standards
Flooring, Laminate	Installed: ±\$6/SqFt		11	Cabinetry, Countertops & Flooring standards
Flooring, Tile	Varies		9	Cabinetry, Countertops & Flooring standards
Flooring, Vinyl	Installed: ±\$17/SqYd		13	Cabinetry, Countertops & Flooring standards
Lamp, table	\$345 ea		293	
Light fixtures	Varies		291	
Love seat	\$1125 ea		41	Mission office standard
Marker board, 4'x 6'			28	10025, pg 14
Marker board, 4'x 4'			28	10024, pg 14
Marker board, 4'x 8'			28	10026, pg 15
Network switch		1		57122
Paper shredder			521	13154, pg 28
Printer, black (not an MFP)		2	112	18415, pg 18
Printer stand	\$460 ea			Mission office standard
Projector, digital		1	109	51930, pg 3
Reception/privacy transaction top desk			104	17313, pg 3
Shelving, steel	\$1200 ea		69	Mission office standard
Smoke detector	\$15 ea		39	
Sofa	\$1500 ea			
Table, banquet (30"x 72")	\$106 ea		672	15907, pg 19

Table, banquet, round (conference) (to seat 6)	\$136 ea	41	15909, pg 19
Tack board, 3' x 4'		30	55735, pg 22
MISSION OFFICE ITEMS – FM BUYS			
ITEM	MAX BUDGET	MAX QUANTITY	R&I # PURCHASING STANDARDS OR PRG #
Tack board, 4' x 4'	\$50 ea		30 55737, pg 22
Tack board, 6' x 4'	\$64 ea		30 55739, pg 22
Tape recorder, cassette	\$75 ea		105
Telephone with answering machine or service	\$75 ea		
Telephone System	Get quote. If purchasing a new system, the Church's price is \$4,464 or less.	224	Contact: Brett Davies at <i>IDeACOM-Davies Technologies Inc.</i> (801- 892-7000).
Television, 32" LCD	\$379 ea		10225, pg 8
Television, 26" LCD Kit	\$174 ea	106	17468, pg 7
Vacuum, upright	\$345 ea	115	
DVD/VCR combo, Panasonic	\$89 ea	179	53868, pg 7
Waste baskets			15891, pg 15
Workstation	Approx. \$,1730 ea	408	

CANADA ITEMS

Copier, color (multifunction device)	1	113	54335C, pg 18
Printer, black (not an MFP)	2	112	18415C, pg 18

MISSION OFFICE ITEMS – MISSIONARY DEPT BUYS

ITEM	LOCATION	INSTRUCTIONS
Computer, desktop (including monitor)	Office	Order through the appropriate department, which will use its own budget. Domestic: Missionary Department International: Area ICS Office
Firewall	Office	If the mission office is not located inside a Church meetinghouse: Order through the appropriate department, which will use its own budget. Domestic: Missionary Department International: Area ICS Office

For questions or to order computers, contact Alvin Amistad (Missionary Department) at 801-240-4300.

Missionary Department Policy:

“The Church provides up to four [desktop] computers and associated software for all mission offices. This approved number is adequate for the mission. The mission president should evaluate his mission’s computer use and eliminate any unnecessary computer work. He should not solicit additional computers or the funds to purchase them, nor should he use Church or personal funds to purchase them. He should not accept computers as gifts or donations. He should ensure there are no additional computers in the mission office. Any excess computers will be removed. Also, senior couples or other missionaries should not use their personally owned computers to do mission office work” (see *Mission Office Administration*, “Computers”, pp.1-2).

MISSION OFFICE ITEMS – MISSION BUYS

Calculators	2	Print and display (Sharp CS-1194, 10-key or comparable)
Camera	1	Purchase a digital camera locally for less than \$100. The camera must not require the purchase of additional equipment or software.
Cart		Audiovisual
Cellular Phones		See “Missionary Department Policy” (below)
Cleaning supplies		
Clock		
Desk protector pad		
First Aid kit		
Paper cutter		18” heavy-duty, wood base
Postal meter and scale	1	PitneyBowes Post Perfect Meter and Classic 5 lb scale. Call national sales consultant Karen Tripp at 800-322-8133 x74289 or 801-634-6804 (cell)
Screen		Tripod
Steel shelving		Open
Step stool		
Tack board	2	
Tape recorder		Cassette (Eiki 5090A or comparable)
Vinyl chair mat		Anti-static
Wastebasket		28 qt, rubber

Missionary Department Policy:

Mission presidents decide for their mission, within guidelines, which missionaries, if any, may use cell phones. Cell phones have been approved for missionary use when one or more of the following situations apply:

- Cell phones cost the same or less than land lines. (Mission must stay within their current budget for telephone services.)
- Missionaries live in the homes of members.
- Cell phones may help promote the safety of the missionaries, such as security for sisters.

Purchase cell phone plans through Church national accounts, coordinated through Church headquarters, to help maintain discounts and provide continuity of service.

Missionaries pay to replace lost or damaged phones and for overuse charges.

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ARTWORK

Item Number	Item Description	Furnishing Style	Item Price	Currency		
83346	Artwork, Framed: "Christ	Universal	194.00	USD		
Additional Item Description Healing the Sick at the Pool of Bethesda" by Carl Bloch - canvas fine arts reproduction, 37" x 31", silver frame w/linen liner			Unit of Measure EA			
			Lead Time (Days) 42			
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer			
Item Information and Ordering Instructions						
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.						



Item Number	Item Description	Furnishing Style	Item Price	Currency
83664	Artwork, Framed: "Christ	Universal	206.00	USD
Additional Item Description Appearing in the Western Hemisphere" by Arnold Friberg - canvas fine arts reproduction, 31" x 41", walnut frame w/linen liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number	Item Description	Furnishing Style	Item Price	Currency
83600	Artwork, Framed: "Christ	Universal	286.00	USD
Additional Item Description Calling Peter and Andrew" by Harry Anderson - canvas fine arts reproduction, 41" x 37" silver frame w/linen liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Phone Purchasing to arrange for replacement. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number	Item Description	Furnishing Style	Item Price	Currency
83360	Artwork, Framed: "Christ with	Universal	135.00	USD
Additional Item Description the Children" by Harry Anderson - canvas fine arts reproduction, 31" x 28", gold frame w/linen liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



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Item Number 06459	Item Description Artwork, Framed: "Come into	Furnishing Style Universal	Item Price 215.00	Currency USD
Additional Item Description the Fold of God" by Walter Rane - canvas fine arts reproduction, 37" x 47", walnut frame w/linen liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty				



Item Number 83702	Item Description Artwork, Framed: "Down Into	Furnishing Style Universal	Item Price 190.00	Currency USD
Additional Item Description the Water" by Arch Shaw - canvas fine arts reproduction, 41" x 30", walnut frame w/linen liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 83602	Item Description Artwork, Framed: "Go Ye	Furnishing Style Universal	Item Price 367.00	Currency USD
Additional Item Description Therefore and Preach to all Nations" - (Detail) by Harry Anderson - canvas fine arts reproduction, 76" x 34", gold frame w/linen liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 06471	Item Description Artwork, Framed: "I Will	Furnishing Style Universal	Item Price 304.00	Currency USD
Additional Item Description Remember the Covenant" by Enrigue Garcia - canvas fine arts reproduction, 60" x 27", walnut frame w/linen liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty				



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Item Number 81425	Item Description Artwork, Framed: "Jesus	Furnishing Style Universal	Item Price 444.00	Currency USD
Additional Item Description Teaching in the Western Hemisphere" by John Scott - canvas fine arts reproduction, 76" X 36", bronze frame w/linen liner (ENLARGED SIZE)			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 83370	Item Description Artwork, Framed: "Jesus	Furnishing Style Universal	Item Price 299.00	Currency USD
Additional Item Description Teaching in the Western Hemisphere" by John Scott - canvas fine arts reproduction, 56" x 28", gold frame w/gold liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 83314	Item Description Artwork, Framed: "Jesus	Furnishing Style Universal	Item Price 179.00	Currency USD
Additional Item Description Washing the Apostles' Feet" by Del Parson - canvas fine arts reproduction, 40" x 29", gold frame w/linen liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 81433	Item Description Artwork, Framed: "Jesus	Furnishing Style Universal	Item Price 239.00	Currency USD
Additional Item Description Praying in Gethsemane" by Harry Anderson - canvas fine arts reproduction, 38" x 41", silver frame w/linen liner (ENLARGED SIZE)			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



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Item Number 81429	Item Description Artwork, Framed: "Jesus	Furnishing Style Universal	Item Price 257.00	Currency USD
Additional Item Description Washing the Apostles' Feet" by Del Parson - canvas fine arts reproduction, 48" x 34", gold frame w/linen liner (ENLARGED SIZE)			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 83638	Item Description Artwork, Framed: "Jesus Christ	Furnishing Style Universal	Item Price 167.00	Currency USD
Additional Item Description " by Harry Anderson - canvas fine arts reproduction, 26" x 41", gold frame w/linen liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 83300	Item Description Artwork, Framed: "Jesus the	Furnishing Style Universal	Item Price 148.00	Currency USD
Additional Item Description Christ" by Del Parson - canvas fine arts reproduction, 26" x 33" gold frame w/linen liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 83686	Item Description Artwork, Framed: "Joseph Smith	Furnishing Style Universal	Item Price 149.00	Currency USD
Additional Item Description by Alvin Gittins - canvas fine arts reproduction, 28" x 33", walnut frame w/gold liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



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Item Number 81419	Item Description Artwork, Framed: "Moroni	Furnishing Style Universal	Item Price 182.00	Currency USD
Additional Item Description Delivering the Plates" by Lewis Ramsey - canvas fine arts reproduction, 29" x 41", gold frame w/linen liner).			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 83326	Item Description Artwork, Framed: "Moroni Hides	Furnishing Style Universal	Item Price 191.00	Currency USD
Additional Item Description the Plates in the Hill Cumorah" by Tom Lovell - canvas fine arts reproduction, 30" x 40", gold frame w/ linen liner.			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 81019	Item Description Artwork, Framed: "President	Furnishing Style Universal	Item Price 82.00	Currency USD
Additional Item Description Dieter F. Uchtdorf" (18" x 21") lithographic print mounted and matted, mahogany frame			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer STYLECRAFT	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 81021	Item Description Artwork, Framed: "President	Furnishing Style Universal	Item Price 82.00	Currency USD
Additional Item Description Henry B. Eyring" (18" x 21") lithographic print mounted and matted. mahogany frame			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer STYLECRAFT	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



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Item Number 81020	Item Description Artwork, Framed: "President Thomas S. Monson" (18" x 21") lithographic print mounted and matted, mahogany frame	Furnishing Style Universal	Item Price 82.00	Currency USD
Additional Item Description Thomas S. Monson" (18" x 21") lithographic print mounted and matted, mahogany frame			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer STYLECRAFT	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 06461	Item Description Artwork, Framed: "The Desires of My Heart" by Walter Rane - canvas fine arts reproduction, 28" x 48", mahogany frame w/gold liner	Furnishing Style Universal	Item Price 264.00	Currency USD
Additional Item Description of My Heart" by Walter Rane - canvas fine arts reproduction, 28" x 48", mahogany frame w/gold liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty				



Item Number 81421	Item Description Artwork, Framed: "The First Vision" by Del Parson - canvas fine arts reproduction, 33" x 41", gold frame w/linen liner	Furnishing Style Universal	Item Price 204.00	Currency USD
Additional Item Description Vision" by Del Parson - canvas fine arts reproduction, 33" x 41", gold frame w/linen liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



Item Number 83712	Item Description Artwork, Framed: "The Second	Furnishing Style Universal	Item Price 225.00	Currency USD
Additional Item Description Coming" - (DETAIL) by Harry Anderson - canvas fine arts reproduction, 30" x 41", gold frame w/gold liner			Unit of Measure EA	
			Lead Time (Days) 42	
Vendor Name Salt Lake Printing Center		Vendor Number 131461	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty Seller will replace items defective in materials or workmanship. Replacement is conditional on return of original picture in the carton they ship the replacement in. Special packaging is critical.				



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AUDIO VISUAL

Item Number 52514	Item Description CD/Radio/Cassette Player	Furnishing Style Universal	Item Price 48.19	Currency USD
Additional Item Description Sony CFDS50BLK Boombox			Unit of Measure EA	
			Lead Time (Days) 21	
Vendor Name TV Specialists Inc		Vendor Number 7245	Item Manufacturer	
Item Information and Ordering Instructions CNA #: 105 Shipped Via: Fed Ex Ground				
Warranty				



Item Number 53426	Item Description DVD Player, LG	Furnishing Style Universal	Item Price 33.00	Currency USD
Additional Item Description DP132			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Wards		Vendor Number 273680	Item Manufacturer	
Item Information and Ordering Instructions CNA # 698				
Warranty 90 days labor / 1-year parts				



Item Number	Item Description	Furnishing Style	Item Price	Currency
51930	Projector, Video, Epson	Universal	633.00	USD
Additional Item Description 955WH, WXGA, 3LCD, 3200 lumens (V11H683020) includes carrying bag (V12H001K67) - pricing per bid #44237).			Unit of Measure EA	
			Lead Time (Days) 2	
Vendor Name CompView Inc		Vendor Number 135784	Item Manufacturer SONY	
Item Information and Ordering Instructions CNA #: 109				
Warranty 3 Years Parts and Labor, except for the lamp which has a 90 day warranty.				



Item Number	Item Description	Furnishing Style	Item Price	Currency
17468	Television Kit, 28" Samsung	Universal	378.14	USD
Additional Item Description LED includes: (1) 28" Samsung model HG28NB670BF; (2) item # 56011 - black nylon carrying bag; (3) item # 56012 - detachable metal carrying handle; (4) - 6 ft. grounded three prong power extension cord.			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name TV Specialists Inc		Vendor Number 7245	Item Manufacturer	
Item Information and Ordering Instructions CNA #: 107				
Warranty 1 yr parts and labor				



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Item Number 10225	Item Description Television, 32" LED	Furnishing Style Universal	Item Price 268.00	Currency USD
Additional Item Description LG commercial grade model #32LY340C, use with new flat panel cart ACQ-56924. If you have an existing old style a/v cart, please order ACQ-10225B (TV with lockable base) and ACQ-55842 (TV lock).			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Wards		Vendor Number 273680	Item Manufacturer	
Item Information and Ordering Instructions CNA # 106 This TV has built-in closed caption.				
Warranty 2 year limited parts and labor				



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BEDDING

Item Number 50031	Item Description Box Spring, Queen Supreme 3250	Furnishing Style Universal	Item Price 106.50	Currency USD
Additional Item Description Price does not include boxing price. Please use #50457 if box for shipping is required.			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer DESERET	
Item Information and Ordering Instructions CNA #311				
Warranty				

Item Number 50019	Item Description Box Spring, Twin Deluxe 3110	Furnishing Style Universal	Item Price 66.68	Currency USD
Additional Item Description Price does not include boxing price. Please use #50452 if box for shipping is required..			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer DESERET	
Item Information and Ordering Instructions CNA #310				
Warranty				

Item Number 50033	Item Description Box Spring, Twin XL Supreme	Furnishing Style Universal	Item Price 102.37	Currency USD
Additional Item Description 3280, Price does not include boxing price. Please use #50452 if box for shipping is required. Use two of these box springs for King sized mattress.			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer DESERET	
Item Information and Ordering Instructions CNA #310				
Warranty				

Item Number 50032	Item Description Mattress, King Supreme 3260	Furnishing Style Universal	Item Price 453.34	Currency USD
Additional Item Description Price does not include boxing price. Please use #50458 if box for shipping is required.			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer DESERET	
Item Information and Ordering Instructions CNA #312				
Warranty				



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Item Number 50030	Item Description Mattress, Queen Supreme 3240	Furnishing Style Universal	Item Price 320.00	Currency USD
Additional Item Description Price does not include boxing price. Please use #50457 if box for shipping is required.			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer DESERET	
Item Information and Ordering Instructions CNA #311				
Warranty				



Item Number 50018	Item Description Mattress, Twin Deluxe 3102	Furnishing Style Universal	Item Price 95.66	Currency USD
Additional Item Description (75 x 39 x 8) Price does not include boxing price. Please use #50452 if box for shipping is required.			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer DESERET	
Item Information and Ordering Instructions CNA #310				
Warranty				



Item Number 50458	Item Description Packaging, Supreme king	Furnishing Style Universal	Item Price 20.00	Currency USD
Additional Item Description mattress set, 1997			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty				

Item Number 50457	Item Description Packaging, Supreme queen	Furnishing Style Universal	Item Price 20.42	Currency USD
Additional Item Description mattress set, 1995			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty				

Item Number 50452	Item Description Packaging, twin mattress set,	Furnishing Style Universal	Item Price 14.16	Currency USD
Additional Item Description 1987			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty				

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CHAIR, FOLDING

Item Number 18556	Item Description Chair, Folding, adult, bone	Furnishing Style Universal	Item Price 27.33	Currency USD
Additional Item Description frame, 2000S; chair FEET are BONE color (folding chair)			Unit of Measure EA	
			Lead Time (Days) 56	
Vendor Name Hussey Seating Company		Vendor Number 6987	Item Manufacturer CLARIN DIV	
Item Information and Ordering Instructions CNA #:47				
Warranty Full 10 year warranty.				



Item Number 12300	Item Description Chair, Folding, adult, bronze	Furnishing Style Universal	Item Price 27.33	Currency USD
Additional Item Description frame, 2000S, chair FEET are BRONZE color (folding chair)			Unit of Measure EA	
			Lead Time (Days) 56	
Vendor Name Hussey Seating Company		Vendor Number 6987	Item Manufacturer CLARIN DIV	
Item Information and Ordering Instructions CNA #:47				
Warranty Full 10 year warranty.				



Item Number 51622	Item Description Chair, Folding, upholstered	Furnishing Style Contemporary	Item Price 46.13	Currency USD
Additional Item Description seat & back, 3400NN Chatham Topography fabric 54122-8402 GARNET, bone frame; FEET are BONE color (folding chair)			Unit of Measure EA	
			Lead Time (Days) 56	
Vendor Name Hussey Seating Company		Vendor Number 6987	Item Manufacturer CLARIN DIV	
Item Information and Ordering Instructions CNA #:48 Matches pew fabric of classical style buildings.				
Warranty Full 10 year warranty.				



Item Number 51624	Item Description Chair, Folding, upholstered	Furnishing Style Contemporary	Item Price 46.13	Currency USD
Additional Item Description seat & back 3400NN with Chatham Topography 54122-0604 fabric SAPPHIRE, bone frame; FEET are BONE color (folding chair)			Unit of Measure EA	
			Lead Time (Days) 56	
Vendor Name Hussey Seating Company		Vendor Number 6987	Item Manufacturer CLARIN DIV	
Item Information and Ordering Instructions CNA #:48 Matches pew fabric of classical style buildings				
Warranty 10 year				



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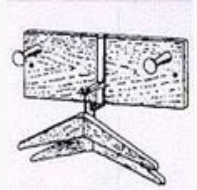
Item Number 51623	Item Description Chair, Folding, upholstered	Furnishing Style Contemporary	Item Price 46.13	Currency USD
Additional Item Description seat & back 3400NN with Chatham Topography fabric 54122-7702 EMERALD, bone frame; FEET are BONE color (folding chair)			Unit of Measure EA	
			Lead Time (Days) 56	
Vendor Name Hussey Seating Company		Vendor Number 6987	Item Manufacturer CLARIN DIV	
Item Information and Ordering Instructions CNA #:48 Matches pew fabric of classical style buildings				
Warranty 10 year				



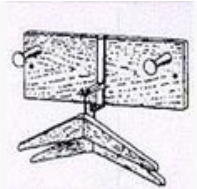
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COAT RACK

Item Number 12773	Item Description Coat Rack, Wall mount, 95 oak	Furnishing Style Contemporary	Item Price 28.60	Currency USD
Additional Item Description finish, 6" H X 18" W, Self-Adhesive with Hangers. #6915, Ship via UPS when ordering separately.			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer DESERET	
Item Information and Ordering Instructions CNA #:58 Shipped Via: UPS. DI Manufacturing cannot do special stains. If you need a stain other than Oak or Mahogany, request an unfinished item for you to stain on your own.				
Warranty One year full warranty.				



Item Number 12775	Item Description Coat Rack, Wall mount, LDS 110	Furnishing Style Contemporary	Item Price 28.60	Currency USD
Additional Item Description oak finish, 6" H X 18" W, Self-Adhesive with Hangers. Ship via UPS when ordering separately, 6913			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer	
Item Information and Ordering Instructions CNA #:58 Shipped Via: UPS. DI Manufacturing cannot do special stains. If you need a stain other than Oak or Cherry, request an unfinished item for you to stain on your own.				
Warranty 1 year				



Item Number 51480	Item Description Coat Rack, Wall mount, cherry	Furnishing Style Traditional	Item Price 29.95	Currency USD
Additional Item Description finish, 6 in. H x 18 in. W, self-adhesive with hangers. #6910			Unit of Measure EA	
			Lead Time (Days) 5	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer	
Item Information and Ordering Instructions CNA #:58				
Warranty Replacement of defective material.				



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CUSTODIAL: CO/SMOKE DETECTOR

Item Number 57589	Item Description COMBO CO/SMOKE ALARM	Furnishing Style Universal	Item Price 27.27	Currency USD
Additional Item Description 10 year Sealed-In Lithium battery,First Alert Model PC910B. 10 year life. Replace after ten years. Domestically if 40 or more units are ordered shipping expense is covered. This unit is Photoelectric. No hazardous materials. No shipping restrictions.			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name Electrical Wholesale Supply Co of Utah		Vendor Number 7015	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty				

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FURNITURE: BEDROOM

Item Number 57454	Item Description Bunkbeds, all steel,	Furnishing Style Universal	Item Price 463.00	Currency USD
Additional Item Description (2 sleep surfaces) to accept a 39" x 75" mattress, beds separable, tool less assembly, Included bunking adapters, safety bar and ladder. Frame finish: Black.			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name American Contract Furniture		Vendor Number 326234	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty				

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MISCELLANEOUS

Item Number 56554	Item Description CO/SMOKE DET. 10 YR. BATTERY	Furnishing Style Universal	Item Price 27.27	Currency USD
Additional Item Description FIRST ALERT BRK PC910B is a state of the art alarm designed with a Photoelectric chamber, a sealed 10-year lithium battery, a full function test switch, and silence feature. SPECIFIED & APPROVED BY MISSIONARY DEPARTMENT.			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name Electrical Wholesale Supply Co of Utah		Vendor Number 7015	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty				



Item Number 10222	Item Description Sewing Machine, electronic,	Furnishing Style Universal	Item Price 299.00	Currency USD
Additional Item Description Model No. Emerald 118, Husqvarna / Viking table top model. Includes accessory tray, instruction manual, power cord, foot control, accessory feet (6), seam ripper, screwdriver, pkg of needles, twin needle spool holder and hard shell case.			Unit of Measure EA	
			Lead Time (Days) 24	
Vendor Name Wimmers Sewing and Vacuum in Layton		Vendor Number 295740	Item Manufacturer VIK	
Item Information and Ordering Instructions CNA #:116 ***Recommended quantity: Two per building Shipped Via: Fed Ex.. Check shipment for completeness of all parts and accessories. Missing items will be replaced with out charge within one month of receipt.				
Warranty 1 year parts and labor, 25 years parts only. 5 year warranty on electrical and maintenance. Warranty does not include transportation costs. For warranty information contact Carol Despain at 801-233-0362.				



Item Number 53010	Item Description Snowblower, Ariens 24 inch,	Furnishing Style Universal	Item Price 839.20	Currency USD
Additional Item Description Ariens # 920021, Compact 24 Sno-Thro, 2 stage, 120 Volt Electric Start, 7.5 estimated HP, 9.5 ft/ lb, AX208cc engine.			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name Ariens Company		Vendor Number 213718	Item Manufacturer	
Item Information and Ordering Instructions CNA #169				
Seasonal Item.				
Warranty 1 year. Check with the delivering dealer for commercial use exceptions.				



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Item Number 53853	Item Description Treadmill, NTL 12212 Pro	Furnishing Style Universal	Item Price 860.00	Currency USD
Additional Item Description 110 volts, 3.25 CHP, 60" L x 20" W 2-ply treadbelt, QUAD FLEX CUSHINING, 34 preset performance workout programs, Quick incline control 0-15 degrees, EKG grip sensors, silent autobreeze fan, etc.			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name Icon Health and Fitness		Vendor Number 238827	Item Manufacturer	
Item Information and Ordering Instructions CNA #276				
Warranty				



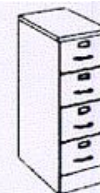
Item Number 15891	Item Description Waste receptacle, 28 Qt.	Furnishing Style Universal	Item Price 4.84	Currency USD
Additional Item Description Rubbermaid #2956, Beige, Grainger #4HC00			Unit of Measure EA	
			Lead Time (Days) 10	
Vendor Name WW Grainger Inc		Vendor Number 6911	Item Manufacturer RUBBERMAID	
Item Information and Ordering Instructions .				
DI Note: Gray color for DI				
Warranty 90 days on defects.				



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OFFICE

Item Number 13672	Item Description Cabinet, File, letter	Furnishing Style Universal	Item Price 197.76	Currency USD
Additional Item Description 4 drawer with lock, 320 Series vertical file, HONH324L, Putty (26.5"D x 15"W x 52"H) filecabinet			Unit of Measure EA	
			Lead Time (Days) 1	
Vendor Name Staples Advantage		Vendor Number 104511	Item Manufacturer HON	
Item Information and Ordering Instructions CNA #265				
Warranty				



Item Number 12906	Item Description Copier Stand/Table, 24" x 30"	Furnishing Style Contemporary	Item Price 45.46	Currency USD
Additional Item Description top with adjustable legs (black), LDS 95 oak laminate, part # 6940			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name Deseret Industries Manufacturing		Vendor Number 2836	Item Manufacturer DESERET	
Item Information and Ordering Instructions				
Warranty 1 year				



Item Number 13151	Item Description Dictation/Transcription	Furnishing Style Universal	Item Price 577.00	Currency USD
Additional Item Description Digital Patriarch Machine to include: Recorder (#8000 D/T), Docking station, Foot Pedal, Headset, SD Memory Card, USB Cable & adapror(USA etc.) Rechargeable Battery. Includes Service Agreement.			Unit of Measure EA	
			Lead Time (Days) 10	
Vendor Name Moore Electronics Inc		Vendor Number 230840	Item Manufacturer	
Item Information and Ordering Instructions For Patriarchs or mission offices only. Original equipment provided for patriarchs newly called by Council of Twelve. Replacement: paid from stake operating budget. Mission Office paid by FM. Includes: remote control mic, headset & foot pedal				
Warranty 1 year full warranty.				



Item Number 13150	Item Description Pocket Dictating Unit, Sony	Furnishing Style Universal	Item Price 134.96	Currency USD
Additional Item Description BM-575			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name B and H Photo Video		Vendor Number 190838	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty 1 year				



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Item Number 18415C	Item Description Printer, (Canada)	Furnishing Style Universal	Item Price 362.71	Currency CAD
Additional Item Description Phaser 3320/DNI B/W printer, 37ppm, networkable and automatic 2-sided printing, 3-years onsite warranty. (SKU# 3320/DNI + SKU# E3320S3)			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name CDW Canada		Vendor Number 306992	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty 3 Year On-site coverage				



Item Number 54335	Item Description Printer, Color, Xerox Phaser	Furnishing Style Universal	Item Price 999.00	Currency USD
Additional Item Description WorkCentre 6605 color MFP; Copy/print/fax/scan, 36ppm, networkable, 2-sided auto printing, and 3-years on-site service and support. (Bundle # 6605m3LDS)			Unit of Measure LOT	
			Lead Time (Days) 30	
Vendor Name Total Business Solutions		Vendor Number 342258	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty 3 Year Onsite Warranty				



Item Number 13500	Item Description Printer, Desktop, Xerox	Furnishing Style Universal	Item Price 209.00	Currency USD
Additional Item Description Phaser 3320/DNI Black and White printer with USB cable, 37ppm b/w printer, networkable, automatic 2-sided printing capability, WiFi, and 1 year onsite warranty. (Bundle # 3320d1LDS)			Unit of Measure EA	
			Lead Time (Days) 14	
Vendor Name Total Business Solutions		Vendor Number 342258	Item Manufacturer	
Item Information and Ordering Instructions CNA #112 *local unit administrative printer				
Warranty One year warranty				



Item Number 57455	Item Description Printer, HP Officejet Pro 8620	Furnishing Style Universal	Item Price 175.84	Currency USD
Additional Item Description item #3338505 Multi-function Color Printer up to 34 ppm, Ink-Jet 1200 x 600 dpi, 250 sheets, LAN, Wi-Fi, USB 2.0			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name CDW Direct		Vendor Number 305210	Item Manufacturer	
Item Information and Ordering Instructions (Price includes shipping)				
Warranty				



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Item Number 54335C	Item Description Printer, Library, (Canada),	Furnishing Style Universal	Item Price 1,251.14	Currency CAD
Additional Item Description WorkCenter 6605 copy/print/scan (SKU #6605/DN), 36PPM with 3 year on-site service warranty (SKU #E6605M3)			Unit of Measure LOT	
			Lead Time (Days) 30	
Vendor Name CDW Canada		Vendor Number 306992	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty 3 Year Onsite Warranty				



Item Number 13154	Item Description Shredder, Paper,	Furnishing Style Universal	Item Price 102.81	Currency USD
Additional Item Description Staples Cross-Cut Shredder, 12-Sheet Capacity, Warm Black, STP870264			Unit of Measure EA	
			Lead Time (Days) 1	
Vendor Name Staples Advantage		Vendor Number 104511	Item Manufacturer FELLOWES	
Item Information and Ordering Instructions CNA #:521 Shredder has its own cabinet. Shredder can shred 7 sheets per pass -- including staples and small paper clips -- at 20 sheets per minute.				
Warranty Full One Year Warranty Full Five Year Warranty on Cutting Cylinder				



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TABLE, BANQUET

Item Number 56949	Item Description Table, Banquet 60" round,	Furnishing Style Universal	Item Price 135.46	Currency USD
Additional Item Description almond color with bronze color fixed legs. Lifetime Professional grade, model 80252 (banquet table)			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name Lifetime Products Inc		Vendor Number 171961	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty				



Item Number 56950	Item Description Table, Banquet, 30" x 72"	Furnishing Style Universal	Item Price 61.20	Currency USD
Additional Item Description adjustable height, model #22920 commercial grade, almond color with adjustable bronze legs (banquet table)			Unit of Measure EA	
			Lead Time (Days) 30	
Vendor Name Lifetime Products Inc		Vendor Number 171961	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty				



VISUAL DISPLAY BOARDS

Item Number 52771	Item Description Executive Presentation Board,	Furnishing Style Universal	Item Price 710.00	Currency USD
Additional Item Description CLOSED: 4' W X 4' H X 4 1/2" D; OPEN: 8' W X 4' H X 4 1/2" D wood frame - LDS cherry finish, wall mount, hinged solid wood doors with lock, markerboard - white (6100H) on all inside surfaces. LEPBWD44402CHERRY			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer	
Item Information and Ordering Instructions CNA #567				
Warranty Full five-year warranty. For warranty assistance contact ADP/Lemco Company at 801-280-4000.				

Item Number 52776	Item Description Executive Presentation Board,	Furnishing Style Universal	Item Price 907.00	Currency USD
Additional Item Description CLOSED: 6' W X 4' H X 4 1/2 " D, OPEN: 12' W X 4' H X 4 1/2 " D; wood frame - LDS 95Oak finish, wall mount, hinged solid wood doors with lock, writing surface markerboard - white (6100H) on all inside surfaces. LEPBWD64402OAK95			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer	
Item Information and Ordering Instructions CNA #567				
Warranty Full five-year warranty. For warranty assistance contact ADP/Lemco Company at 801-280-4000.				

Item Number 52775	Item Description Executive Presentation Board,	Furnishing Style Universal	Item Price 907.00	Currency USD
Additional Item Description CLOSED: 6' W X 4' H X 4 1/2 " D, OPEN: 12' W X 4' H X 4 1/2 " D; wood frame - LDS 110 Oak finish, wall mount, hinged solid wood doors with lock, writing surface markerboard - white (6100H) on all inside surfaces. LEPBWD64402OAK110			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer	
Item Information and Ordering Instructions CNA #567				
Warranty Full five-year warranty. For warranty assistance contact ADP/Lemco Company at 801-280-4000.				

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Item Number 52774	Item Description Executive Presentation Board,	Furnishing Style Universal	Item Price 907.00	Currency USD
Additional Item Description CLOSED: 6' W X 4' H X 4 1/2 " D, OPEN: 12' W X 4' H X 4 1/2 " D; wood frame - LDS cherry finish, wall mount, hinged solid wood doors with lock, writing surface markerboard - white (6100H) on all inside surfaces. LEPBWD64402CHERRY			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer	
Item Information and Ordering Instructions CNA #567				
Warranty Full five-year warranty. For warranty assistance contact ADP/Lemco Company at 801-280-4000.				

Item Number 52773	Item Description Executive Presentation Board,	Furnishing Style Universal	Item Price 710.00	Currency USD
Additional Item Description CLOSED: 4' W X 4' H X 4 1/2 " D, OPEN: 8' W X 4' H X 4 1/2 " D; wood frame - LDS 95 finish, wall mount, hinged solid wood doors with lock, writing surface markerboard - white (6100H) on all inside surfaces. LEPBWD44402OAK95			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer	
Item Information and Ordering Instructions CNA #567				
Warranty Full five-year warranty. For warranty assistance contact ADP/Lemco Company at 801-280-4000.				

Item Number 52772	Item Description Executive Presentation Board,	Furnishing Style Universal	Item Price 710.00	Currency USD
Additional Item Description CLOSED: 4' W X 4' H X 4 1/2" D; OPEN: 8' W X 4' H X 4 1/2" D wood frame - LDS 110 Oak finish, wall mount, hinged solid wood doors with lock, Writing surface markerboard - white (6100H) on all inside surfaces. LEPBWD44402OAK110			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer	
Item Information and Ordering Instructions CNA #567				
Warranty Full five-year warranty. For warranty assistance contact ADP/Lemco Company at 801-280-4000.				

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Item Number 10024	Item Description Markerboard (MB), 4'W x 4'H,	Furnishing Style Universal	Item Price 94.00	Currency USD
Additional Item Description White (454), wall mount, satin aluminum trim, pen tray, 1" map rail/tack strip.			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer LEMCO	
Item Information and Ordering Instructions CNA #:28 Do not use sticky putty or other substances on the markerboard.				
Warranty Full five year warranty. For warranty assistance contact ADP/Lemco Company at 801-280-4000.				



Item Number 10025	Item Description Markerboard (MB), 6'W x 4'H,	Furnishing Style Universal	Item Price 122.00	Currency USD
Additional Item Description White (454), satin aluminum trim, wall mount, pen tray, 1" map rail/tack strip.			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer LEMCO	
Item Information and Ordering Instructions CNA #:28 Do not use sticky putty or other substances on the markerboard.				
Warranty Full five year warranty. For warranty assistance contact ADP/Lemco Company at 801-280-4000.				



Item Number 10026	Item Description Markerboard (MB), 8'W x 4'H,	Furnishing Style Universal	Item Price 153.00	Currency USD
Additional Item Description White (454), satin aluminum trim, Wall Mount, pen tray, 1" map rail/tack strip.			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer LEMCO	
Item Information and Ordering Instructions CNA #:28 Do not use sticky putty or other substances on the markerboard.				
Warranty Full five year warranty. For warranty assistance contact ADP/Lemco Company at 801-280-4000.				



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Item Number 55735	Item Description Tackboard (TB), 3' W x 4' H	Furnishing Style Universal	Item Price 48.00	Currency USD
Additional Item Description Sterling (BR-077), wall mount, satin aluminum trim.			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty 5 year				



Item Number 55737	Item Description Tackboard (TB), 4' W x 4' H	Furnishing Style Universal	Item Price 58.00	Currency USD
Additional Item Description Sterling (BR-077), wall mount, satin aluminum trim.			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty 5 year				



Item Number 55739	Item Description Tackboard (TB), 6' W x 4' H,	Furnishing Style Universal	Item Price 73.00	Currency USD
Additional Item Description Sterling (BR-077), wall mount, satin aluminum trim.			Unit of Measure EA	
			Lead Time (Days) 40	
Vendor Name ADP Lemco		Vendor Number 6981	Item Manufacturer	
Item Information and Ordering Instructions				
Warranty 5 year				



Vendor Name ADP Lemco				Sales Contact Name Schyler Sommer	
Vendor Address 5970 W Dannon Way West Jordan, UT 84081				Sales Contact Phone 801-307-4253	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 801280-4000	Ext	Fax 801280-4040	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 6981	Payment Terms NET 30 DAY	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name American Contract Furniture				Sales Contact Name	
Vendor Address 106 N J Dr Boerne, TX 78006				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 830230-5294	Ext	Fax 830537-3345	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 326234	Payment Terms NET 30 DAY	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Ariens Company				Sales Contact Name	
Vendor Address 655 W Ryan St Brillion, WI 54110				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 920756-4623	Ext	Fax 920756-4476	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 213718	Payment Terms 2% 10 NET30	Shipping Method YOUR CARR		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name B and H Photo Video				Sales Contact Name	
Vendor Address PO Box 28072 New York, NY 10087-8072				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 212239-7760	Ext	Fax 212239-7759	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 190838	Payment Terms NET 30 DAY	Shipping Method FEDEXGND		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name CDW Canada				Sales Contact Name	
Vendor Address 20 Carlson Ct Ste 300 Etobicoke, ON M9W 7K6				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 647288-6046	Ext	Fax 647288-6146	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 306992	Payment Terms NET 30 DAY	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency CAD

Vendor Name CDW Direct				Sales Contact Name	
Vendor Address PO Box 75723 Chicago, IL 60675-5723				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 847465-6000	Ext	Fax	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 305210	Payment Terms NET 30 DAY	Shipping Method YOUR CARR		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name CompView Inc				Sales Contact Name	
Vendor Address PO Box 742678 Los Angeles, CA 90074-2678				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 801-288-4025	Ext	Fax 801-288-4125	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 135784	Payment Terms NET 30 DAY	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Deseret Industries Manufacturing				Sales Contact Name	
Vendor Address 1680 S Industrial Rd Salt Lake City, UT 84104				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name Dave Turley	
Vendor Company Phone 801240-6361	Ext	Fax 801240-5554	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 2836	Payment Terms NET	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Electrical Wholesale Supply Co of Utah				Sales Contact Name	
Vendor Address 158 E 4500 S Salt Lake City, UT 84107				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 801268-2555	Ext	Fax 801268-2592	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 7015	Payment Terms 1% 10 NET30	Shipping Method YOUR TRUCK		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Hussey Seating Company				Sales Contact Name	
Vendor Address 925 E Executive Park Dr Ste F Salt Lake City, UT 84117				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 801293-8650	Ext	Fax 801293-8655	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 6987	Payment Terms NET 25 DAY	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Icon Health and Fitness				Sales Contact Name	
Vendor Address 1500 S 1000 W Logan, UT 84321				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 435786.5757	Ext	Fax 435750-7743	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 238827	Payment Terms NET 25 DAY	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Lifetime Products Inc				Sales Contact Name	
Vendor Address PO Box 160010 Clearfield, UT 84016				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone	Ext	Fax	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 171961	Payment Terms NET 30 DAY	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Moore Electronics Inc				Sales Contact Name	
Vendor Address 663 Sunset Dr Kaysville, UT 84037				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 801544-6568	Ext	Fax 801544-5216	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 230840	Payment Terms NET 30 DAY	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Salt Lake Printing Center				Sales Contact Name	
Vendor Address 1980 W Industrial Cir Salt Lake City, UT 84104				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 801240-6542	Ext	Fax 801240-5506	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 131461	Payment Terms NET	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Staples Advantage				Sales Contact Name Kimberly	
Vendor Address PO Box 95708 Chicago, IL 60694-5708				Sales Contact Phone 208-535-1696	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 877295-0003	Ext	Fax 800270-9611	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 104511	Payment Terms 2% 15 NET30	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name TV Specialists Inc				Sales Contact Name	
Vendor Address 180 E 2100 S Ste 104 Salt Lake City, UT 84115				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name Ted Bollinger	
Vendor Company Phone 801486-5757	Ext	Fax 801486-7566	Ext	Repair/Service/Warranty Contact Name 801 486-5757	Ext
Vendor ID 7245	Payment Terms NET 10 DAY	Shipping Method FEDEXGND		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Total Business Solutions				Sales Contact Name	
Vendor Address 10609 S Covered Bridge Spanish Fork, UT 84660				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 8014737246	Ext	Fax	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 342258	Payment Terms NET 30 DAY	Shipping Method YOUR CARR		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name WW Grainger Inc				Sales Contact Name EriK Gertler	
Vendor Address 2775 S 900 W Salt Lake City, UT 84119				Sales Contact Phone 801-201-4058	Ext
				Repair/Service/Warranty Contact Name Vance, Customer Service	
Vendor Company Phone 801-972-1340	Ext	Fax 801972-9381	Ext	Repair/Service/Warranty Contact Name 801-972-1340	Ext
Vendor ID 6911	Payment Terms NET 30 DAY	Shipping Method YOUR TRUCK		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Wards				Sales Contact Name	
Vendor Address 125 W Victoria St Long Beach, CA 90805				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 888852-8122	Ext	Fax 310635-6200	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 273680	Payment Terms NET 30 DAY	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

Vendor Name Wimmers Sewing and Vacuum in Layton				Sales Contact Name	
Vendor Address 94 N Fort Ln Layton, UT 84041				Sales Contact Phone	Ext
				Repair/Service/Warranty Contact Name	
Vendor Company Phone 801546-4906	Ext	Fax	Ext	Repair/Service/Warranty Contact Name	Ext
Vendor ID 295740	Payment Terms NET 30 DAY	Shipping Method BOXLOGIC		FOB Point FCA: Vendors Warehouse	Currency USD

PURCHASING STANDARDS TABLE OF CONTENTS

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Replacing Mission Home/Visitors' Center Director Home & Office Furnishings

Overview

Facilities management groups budget, select, purchase, and arrange delivery of all furnishings items.

Use the information in this section to select and purchase items meeting approved levels of quality without exceeding approved budget amounts, and which appropriately portray the image of the Church.

Note: Due to differences in function, the level of quality for many items in mission homes and visitors' center director homes is higher than Church-owned missionary housing. Approved budget amounts reflect these differences and should not be exceeded.

Questions about mission home and office furnishings should be directed to your RFM or the MFD Account Manager at 801-240-9633.

Selecting Items

1. Base decisions on long-term appeal rather than the individual taste of the current occupant.
 2. Review the item's purchasing standard as described in the pages which follow, and the approved budget amounts as found in the previous tabs.
 3. Consult an interior designer if needed.
Many retailers offer free in-house design services which should be taken advantage of when available. If not available, contact local priesthood leaders who may suggest a member willing to assist. If neither of these options is available contact the headquarters interior designer previously assigned your FM group.
 4. Consider existing conditions.
Always consider whether the color, pattern, or style of the item being replaced coordinates with the items not being replaced. For example, consider replacing all of the casegoods in a room at the same time rather than replacing a single item. This will help to ensure that all the casegoods in the room match.
 5. Take the following with you when shopping:
 - A detailed floor plan of the room showing furniture locations and dimensions, and room measurements
 - Photographs of the room
 - Anything else showing the room's existing conditions such as: a piece of carpet, a paint chip, a chair cushion, a drawer front showing wood stain color etc.
 - Copies of the purchasing standards for the items you are buying
 6. After one or two options have been selected, review them with the mission president or his representative.
-

Replacing Mission Home & Office Furnishings Continued

**Purchase
Items**

If the item is available through the PRG, submit an electronic purchase requisition to the Church Purchasing Department.

If the item is purchased locally or from an on-line source, use the FM group corporate P-Card.

Some purchases may exceed the P-card limit. If so, FM's should contact their Regional Facilities Manager several days before purchasing items. The Regional Facilities Manager will contact the area controller to have the transaction and monthly limit increased by the amount required to make anticipated purchases.

Appliances Purchasing Standard

Definition	Appliances: refrigerators, freezers, washers, dryers, cooktops, ovens, dishwashers, etc.
General Guidelines	<p>Purchase the best quality available without exceeding the approved budget amount, and which appropriately portrays the image of the Church.</p> <p>Appliances should:</p> <ul style="list-style-type: none">• Be standard models, not high end or deluxe models• Be white or bisque in color, or match existing conditions• Be correctly sized to fit the space <p>Note: A second refrigerator and/or a second freezer may be purchased if the home has space in the kitchen or garage and if it is needed because of family size or entertaining needs.</p> <p><i>When Space allows in a mission home, the following are authorized:</i></p> <ul style="list-style-type: none">• <i>Two Washers</i>• <i>Two Dryers</i> <p><i>Note: Very large capacity models are authorized when there is either 1 or 2 washers and 1 or 2 dryers.</i></p>
What to Buy	<p>Dryers: Select a model with the same hook-up requirements as the current model. Consider changing from electric to gas only if the return on investment is justified. Do not add washers or dryers to Church-owned missionary housing without headquarters approval. Only existing washers and dryers may be replaced.</p> <p>Primary refrigerator (the following features apply to mission homes and visitors' center director homes only):</p> <ul style="list-style-type: none">• May include ice-maker• May be a side-by-side <p>Secondary refrigerator (approved for use in mission homes only) must:</p> <ul style="list-style-type: none">• Have shelves large enough to hold large cookie sheets.• Not be side-by-side• Not include a water dispenser
Where to buy	<p>Purchase items from the manufacturer below or other comparable manufacturers.</p> <p>General Electric Appliances geappliances.com</p>

Artificial Plants Purchasing Standard

Definition	Artificial Plants: greenery, trees, floral arrangements
General Guidelines	<p>May be purchased for mission homes, mission offices, or visitors' center director homes.</p> <p>Purchase the best quality available without exceeding the approved budget amount, and which appropriately portrays the image of the Church.</p>
Where to Buy	<p>Purchase items from the manufacturers below or other comparable manufacturers.</p> <p>Natural Decorations Inc. (ndi.com) (to locate a local source).</p> <ul style="list-style-type: none">• Local retailer (furniture store, craft store, floral shop)

Artwork Purchasing Standard

Definition

Artwork: lithographic prints or giclee fine art reproductions of LDS religious artwork, landscape paintings, floral paintings, or still-life paintings.

General Guidelines

May be purchased for mission homes, mission offices, or visitors' center director homes.

Purchase the best quality available without exceeding the approved budget amount, and which appropriately portrays the image of the Church.

Artwork should:

- Be lithographic prints or giclee fine art reproductions
 - Be such that anyone living in the home would feel comfortable with
 - Be conservatively framed
 - Coordinate with the surroundings
 - Be sized appropriately for the space
-

What to Buy

- LDS religious artwork
 - Landscape paintings
 - Floral paintings
 - Still-life paintings
-

Where to Buy

Purchase items from the manufacturers below or other comparable manufacturers. [see also *Furnishings: Artwork*, Tab 4 - Item Files]

- *Meetinghouse Artwork Brochure* (36945)
 - *Church Distribution Services* (ldscatalog.com)
 - Deseret Book (deseretbook.com)
 - Seagull Book (seagullbook.com)
 - Local retailers
-

Bedding, Linen & Floor Mats Purchasing Standard

Definition	Bedding & Linen: comforters, bedspreads, sheets, pillowcases, bath towels, floor mats, etc.
General Guidelines	<p>May be purchased for mission homes, mission offices, or visitors' center director homes.</p> <p>Purchase the best quality available without exceeding the approved budget amount, and which appropriately portrays the image of the Church.</p> <p>Small quantities should be purchased by the mission president or visitors' center director using their operating budget.</p> <p>Large quantities should be purchased by the facilities manager using O&M funds.</p> <p>Sheets, pillows, and towels:</p> <ul style="list-style-type: none">• Consider replacing the mission family linen prior to the arrival of the new president using O&M funds.• Replace linen used by missionaries visiting the home using the mission operating budget.
What to Buy	Sheet sets (fitted sheets, flat sheets and pillowcases) should be 250-350 thread count. Fitted sheets should be extra deep. Don't buy silk comforters.
Where to Buy	<p>Purchase items from the manufacturers below or other comparable manufacturers.</p> <ul style="list-style-type: none">• bedbathandbeyond.com• eldridgetextile.com (on-line source only)

Cabinets and Countertops Purchasing Standard

Definition

Cabinets: kitchen, bathroom, storage and vanities

Countertops: Plastic laminate, solid surfacing such as Corian®, or natural materials like granite.

General Guidelines

Purchase the best quality available without exceeding the approved budget amount, and which appropriately portrays the image of the Church.

Note: The level of quality in mission homes and visitors' center director homes is higher than in Church-owned missionary housing. Approved budget amounts reflect these differences and should not be exceeded.

Replace all cabinets and countertops at the same time.

Select cabinets that anyone living in the home would feel comfortable with.

What to Buy

Cabinets should:

- Have simple traditional styling that anyone living in the home would feel comfortable with.
- Have heavy-duty center drawer guides.
- Have drawers dovetailed front and back.
- Be KraftMaid or Thomasville, available at Home Depot or Lowe's.

Countertops:

- Plastic laminate is preferred. Granite that is comparable in price to solid surfacing materials, or solid surfacing such as Corian may be used to match existing conditions in a mission president's home or visitors' center director's home, but is not approved for use in Church-owned missionary housing. NOTE: Maintenance of granite countertops typically involves application of a sealer once every 3 years.
-

Where to buy

Purchase items from home improvement centers such as Home Depot or Lowe's.

Casegoods Purchasing Standard

Definition

Casegoods: wood furniture including tables, dressers, chests, beds, dining chairs, desks, cabinets, etc.

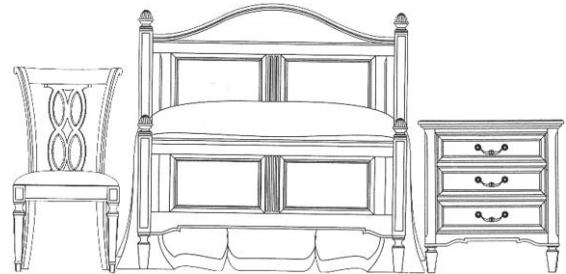
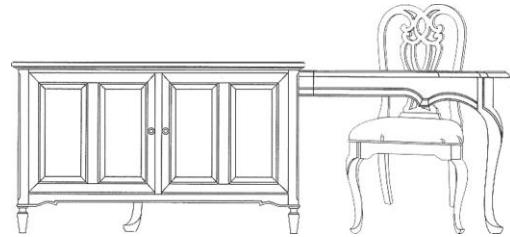
General Guidelines

Purchase the best quality available for a mission home or visitors' center director's home without exceeding the approved budget amount, and which appropriately portrays the image of the Church. The mission office provides these where elder and sister missionaries live and senior missionaries purchase them for where they live.

Consider replacing all the casegoods in a room at the same time rather than replacing single items. This will help to ensure that all the casegoods in the room match.

Casegoods should:

- Have simple traditional styling that anyone living in the home would feel comfortable with.
- Match or complement existing wood stains.
- Last at least 12 years.



What to buy

Look for the following features:

- Drawers dovetailed front and back
 - Mortise and tenon joints
 - Heavy-duty center drawer guides
 - Durable dust panels between drawers.
 - Durable drawer bottoms held rigidly in grooves
 - Strong back panels recessed to securely mounted to top and sides
 - Drawer interiors sanded and sealed
-

Where to buy

Purchase items from the manufacturers below or other comparable manufacturers.

- Americandrew americandrew.com
- Ashley ashleyfurniture.com
- Bassett bassettfurniture.com
- Broyhill broyhillfurn.com
- Cochrane cochrane-furniture.com
- Hooker hookerfurniture.com
- Lane lanefurniture.com
- Stanley stanleyfurniture.com

Flooring Purchasing Standard

Definition

Flooring: carpet, tile, vinyl, or hardwood laminate flooring.

General Guidelines

Purchase the best quality available without exceeding the approved budget amount, and which appropriately portrays the image of the Church.

Note: The level of quality in mission homes and visitors' center director homes is higher than in Church-owned missionary housing. Approved budget amounts reflect these differences and should not be exceeded.

What to Buy**CARPET: Mission home or visitors' center director's home:**

Fiber:

- Invista Stainmaster Xtralife, Solutia Wear-Dated or better

Weight:

- Standard Carpet 40 oz or better (missionary housing)
- Premium Carpet 50 oz or better (mission president or visitors' center director home)

Texture Retention:

- 5 years

Soil and Satin:

- 7 year minimum

Wear Warranty:

- Ten year

Abrasive Wear:

- 10 year minimum

FHA Certification:

- Carpet should meet or exceed the minimum standards set forth in bulletin UM-44D by the Federal Housing Administration and the Department of Housing.

Pad:

- 8lb ½ rebond pad or 8lb 7/16 rebond pad
-

CARPET: Office:

- Refer to the meetinghouse carpet program as outlined in the Meetinghouse PRG.

LAMINATE HARDWOOD:

Home Depot

- DuPont's Real Touch Elite or equal

Lowe's

- Armstrong's Swiftlock or equal

VINYL AND TILE

Exotic tile and stone is not approved.

Flooring Purchasing Standard Continued

Where to buy

(Residential Carpet)

MOHAWK AUTHORIZED DEALERS

Mohawk has a network of dealers throughout North America. To locate a store call our Mohawk Representative Thom Richards at 801-557-2359 or go to www.mohawkind.com. Click on the Products and Services button; click on the Residential Flooring button and click on either the Mohawk Floorscapes or Mohawk Color Centers button. Enter your zip code in the store locator.

In addition, home improvements centers such as Home Depot or Lowe's also carry Mohawk carpet and will be able to help you identify a carpet that meets the specifications outlined above.

**MISSION PRESIDENT or
VISITORS' CENTER
DIRECTOR HOME**

Suggested Product:

Floorscapes Stores

- Paradise Dreams - Premium
- Jefferson Market - Premium

Color Center Stores

- Roosevelt Island - Premium
- Heavenly Traditions - Premium

Lowe's

- Lyra or Shadow Hills – Premium

**OTHER MISSIONARY
HOUSING**

Suggested Product:

Floorscapes Stores

- Nordana - Standard
- Mareello - Standard
- Mannington Heights – Standard

Color Center Stores

- Stone Harbor - Standard
- Park Shore - Standard
- Cookshire

Lowe's

- Nantucket – Standard
 - Plainview – Standard
-

-
- Hudson - Premium

Open Line

- The Hamptons – Premium
- Palmetto - Premium

- Rosewood Heights -
Standard

Open Line

- Bold Fascination - Standard
 - Bold Attitude – Standard
 - Long Grove - Standard
-

Mission Office Furnishings Purchasing Standard

Definition Mission office furniture: seating, desks, tables, bookshelves, etc.

General Guidelines Purchase the best quality available for the office without exceeding the approved budget amount, and which appropriately portrays the image of the Church.

If replacing several items, or if matching items cannot be found, consider replacing all the furnishings in a room at the same time.

Select furnishings that anyone would feel comfortable with.

What to Buy	Task Seating:	Steelcase, Kimball, or equal (see below) Note: meetinghouse quality steno chairs (or similar as found at Office Max, Staples, Office Depot, or Corporate Express) are not appropriate for use in mission offices where occupant is sitting for up to 8 hrs a day, 5 days a week and should not be purchased.
	Desks:	Steelcase, Kimball, or equal Note: home office quality desks (such as are available at Office Max, Staples, Office Depot) will not have the longevity required for a mission office and should not be purchased.
	Guest seating / occasional tables:	Commercial quality – no residential

Mission Office Furnishings Purchasing Standard Continued

Where to Buy

For systems furniture needs (such as Steelcase) contact Midwest Office.

For freestanding desks, task seating, and storage needs contact Midwest Office, Corporate Express, or local source with equal product.

Midwest Office

- The Church has a vendor contract with Midwest Office to purchase high quality office furnishings at a significant discount. Midwest Office distributes Steelcase furniture as well as other commercial quality office furnishings. They provide excellent design and installation services and are familiar with Church approved standards. They charge a \$25.00/hr design fee and will need a dimensioned floor plan, photographs, and budget information. Ask for the LDS Church sales representative (Anna Dance).

Midwest Office
987 South West Temple
Salt Lake City, UT 84101
Office Phone: 800-351-4553
Office Fax: 801-355-2713

Corporate Express

- The Church also has a national contract with Corporate Express, which offers limited furnishings. If purchasing furnishings from Corporate Express only purchase furnishings manufactured by Kimball.

Upholstery Purchasing Standard

Definition

Upholstery: soft seating comprised of a structural frame and support system, foam, batting, and fabric such as sofas, loveseats, chairs, ottomans.

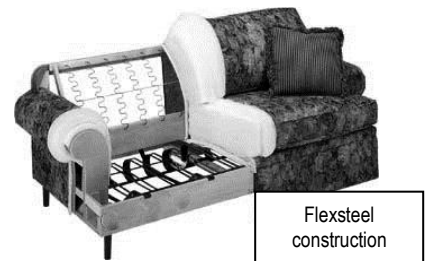
General Guidelines

Purchase the best quality available without exceeding the approved budget amount, and which appropriately portrays the image of the Church.

The mission office provides these where elder and sister missionaries live and senior missionaries purchase them for where they live.

Upholstery should:

- Last at least 9 years (fabric as well as frame).
- Have simple traditional styling that anyone living in the home would feel comfortable with.
- Have eight-way hand-tied construction (best) or steel seat spring construction such as Flexsteel.
- Have double dowels or dado-cut overlapping joints reinforced with additional hardwood blocks.
- Have precisely cut corner blocks positioned at each corner and fastened using both glue and screws.
- Have polypropylene coverings over the spring system as a protective shield and to provide a proper base for various filling materials.
- Have generous layers of polyester batting and cotton used in conjunction with urethane foam.
- Have fabric patterns that are match cut and centered.



Suggested Manufacturers

Purchase items from the manufacturers below or other comparable manufacturers.

- Ashley (low-end) (ashleyfurniture.com)
 - Bassett (bassettfurniture.com)
 - Broyhill (broyhillfurn.com)
 - Lane (lanefurniture.com)
 - Flexsteel (flexsteel.com)
 - LaZBoy (lazboy.com)
-

Wall Finishes Purchasing Standard

Introduction

Wall Finishes: Paint, wallcovering, etc.

General Guidelines

When existing wallcovering (e.g. wallpaper) is due for replacement, remove it and paint the walls.

If existing conditions dictate continued use of wallcovering it should:

- Be vinyl
 - Coordinate with surroundings
 - Have lasting appeal and not be trendy (look for simple patterns in neutral colors – avoid bold patterns and use of strong colors)
 - Coordinate with other finishes in the room that may not be changing (such as carpet and window treatments)
-

Where to Buy

- Local retailers
-

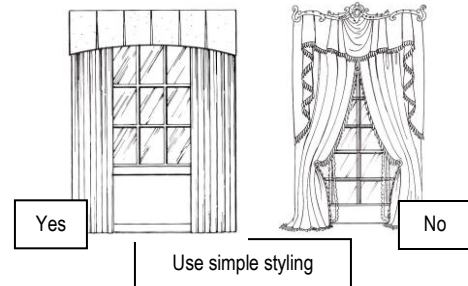
Window Treatments Purchasing Standard

Introduction

Window Treatments: Curtains, drapes, shades, blinds, etc.

General Guidelines

Purchase the best quality available for mission homes and visitor's center director's homes without exceeding the approved budget amount, and which appropriately portrays the image of the Church.



Purchase durable yet inexpensive items for Church-owned missionary housing.

Window treatments should:

- Coordinate with their surroundings.
 - Have simple traditional styling and colors that anyone living in the home would feel comfortable with.
 - Coordinate with other fabrics in the room that may not be changing.
 - Consist primarily of blinds for Mission Offices. If including drapery for Mission Offices, follow meetinghouse specifications section 12 2200.
-

Where to Buy

Draperies:

- Mission home and visitors' center director's homes draperies may be purchased through a reputable local drapery workroom.

Blinds:

- Blinds may be purchased through a local retailer or home improvement store.
- Plantation shutters are not approved.

Bedroom window treatments:

- Prefabricated panels and valences may be purchased from stores such as Bed, Bath & Beyond.
-